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INSPECTOR GENERAL'S SURVEY
OF THE
OFFICE OF LOGISTICS

RECOMMENDATIONS

Recommendation No. 1

That the Director of Logistics:

- a. Broaden the base of participation by division chiefs in the decision-making process on personnel assignments, reassignments, and promotions.
- b. Establish and enforce a program which will ensure that branch and section chiefs participate with their division chiefs in the process of personnel management and career planning for employees under their jurisdictions, perhaps to include at least annual employee counseling.
- c. Consider establishing definitive tours for employees assigned in the United States similar to the system in general use for PCS overseas assignments.
- d. Establish a regular and continuing program under which every employee returning from assignment outside the Washington area would be scheduled for career counseling sessions with his division chief and the Chief of the Personnel Staff.

Recommendation No. 2

That the Director of Logistics negotiate with the Director of Security an agreement that all industrial security officers serving with the Office of Logistics be assigned to the Office of Logistics Security Staff for training and for subsequent reassignment to the independent contracting teams and staff components.

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Recommendation No. 3

That the Director of Logistics, in consultation with the Director of Security and, as necessary, with appropriate Deputy Directors, establish the policy that the Chief, Security Staff, Office of Logistics, shall be the reviewing official on fitness reports of Office of Security personnel assigned to the independent contracting teams.

Recommendation No. 4

That the Director of Logistics explore with the Deputy Director for Science and Technology the feasibility and the desirability of subordinating to the [] (under the general supervision of the Logistics Security Staff) the two industrial security officers [] [] who now report to the DDS&T Security Management Staff.

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Recommendation No. 5

That the Deputy Director for Support consider transferring responsibility for the Agency Safety Program, along with slots, from the Office of Security to the Office of Logistics.

Recommendation No. 6

That the Director of Logistics take action to redesign and renovate the office space at the []

Recommendation No. 7

That the Director of Logistics issue instructions that when workload permits additional effort be made to purify [] stocks of unneeded arms and ammunition.

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Recommendation No. 8

That the Director of Logistics initiate with the Director of Finance a study to examine the present procedures used in the financial property accounting system to achieve still further simplification of those procedures and liberalize property and financial property account requirements in the Type II and Type III accounts.

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Recommendation No. 9

That the Director of Logistics revise present practice so as to provide that administration of procurement actions assigned to Procurement Division is conducted by the unit and officer undertaking the procurement action.

Recommendation No. 10

That the Director of Logistics and Chief, Supply Division, consider the consolidation of the Central Control and Distribution Branch and [] or take steps to reduce duplication and to revise the procedures employed by the units.

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Recommendation No. 11

That the Deputy Director for Support prepare and submit to the Director of Central Intelligence for approval recommendations designed to accomplish:

- a. The reaffirmation of the policy established in [] delegating procurement authority to the Director of Logistics and authorizing him to redelegate that authority.
- b. The rescission of all other existing extraordinary delegations and redelegations of procurement authority.
- c. The redelegation of contracting authority by the Director of Logistics to the heads of the various independent contracting teams.
- d. The establishment of procedures whereby all contracting activities obligating funds budgeted by the Agency would be subject to policy and procedural review by the Director of Logistics or his agents.

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Recommendation No. 12

That the Director of Logistics:

- a. Relieve the Chairman of the Contract Review Board of his responsibilities as Special Assistant to the Director of Logistics.
- b. Establish the new line position of Assistant Deputy Director of Logistics for Contracting and assign to the officer occupying the position responsibilities essentially as enumerated in paragraph 21, above.

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Recommendation No. 13

That the Director of Logistics extend an invitation to the Contracting officers of the Offices of Special Activities and of Special Projects to attend and participate in the Procurement Officers' Monthly Meetings.

Recommendation No. 14

That the Deputy Director for Support:

a. Create a Directorate for Support contracting team consisting of personnel drawn from the [] and the research and development contracting activities of the Procurement Division and augmented by appropriate security and audit advisors.

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b. Consider attaching the Directorate for Support contracting team to the Office of Communications.

Recommendation No. 15

That the Director of Logistics:

a. Abolish the Procurement Division of the Office of Logistics.

b. Establish in its stead a Purchasing Division composed of the

[] the Registry and Document Control Branch, the [] and the [] of Supply Division.

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Recommendation No. 16

That the Deputy Director for Support:

a. Negotiate with the other Deputy Directors an agreement that (1) fitness reports of the heads of the independent contracting teams will be prepared in the Office of the Director of Logistics and (2) that fitness reports of other Logistics officers assigned to the independent contracting teams will be reviewed in the Office of the Director of Logistics.

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Recommendation No. 16 (con't)

b. Designate the Assistant Deputy Director of Logistics for Contracting as the officer responsible (1) for preparing fitness reports on the heads of the independent contracting teams for review by the Director of Logistics and (2) for reviewing fitness reports on Logistics subordinates prepared by the heads of the independent contracting teams.

Recommendation No. 17

That the Director of Logistics assign to the Assistant Deputy Director of Logistics for Contracting responsibility for the analysis of outstanding contracts in settlement with a view toward identifying instances of undue delay and finding ways to hasten settlement.

Recommendation No. 18

That the Director of Logistics:

a. As a service of common concern to the [] Procurement Office and the decentralized contracting teams, assume responsibility for the centralized dispatch and receipt of all internal Agency correspondence between headquarters

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[]
b. Require the [] to submit documentation in one copy only with the understanding that the Office of Logistics will reproduce such additional copies as may be needed by the contracting teams.

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Recommendation No. 19

That the Deputy Director for Support explore with the Deputy Director for Science and Technology the feasibility of merging the CONIF and ACORN data bases into a single, Agency-wide contract information system.

Recommendation No. 20

That the Deputy Director for Support direct:

a. That the Contract Review Board concentrate its efforts on the monitoring of the overall effectiveness of Agency-wide procurement policies, procedures, and practices.

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Recommendation No. 20 (con't)

b. That the results of these efforts be reflected in an annual report to the Director of Central Intelligence, with recommendations for the resolution of problems and the correction of deficiencies.

c. That the annual report address all facets of the Agency's organization, philosophy, and methods of contracting, to include availability and capabilities of personnel, management techniques and tools, and strengths and deficiencies by category and by case.

Recommendation No. 21

That the Deputy Director for Support establish with the Chairman, Contract Review Board, an understanding that the Board's authorities extend to include review of external analytical and production contracts and so inform all Agency components engaged in these categories of contracting activities.

Recommendation No. 22

That the Deputy Director for Support seek revision of or its successor issuance, to provide for automatic consideration by the Contract Review Board of contracts valued in excess of \$250 thousand.

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Recommendation No. 23

That the Deputy Director for Support seek authorization, either by consultation with the other Deputy Directors or, if necessary, by referral to the Director of Central Intelligence, for the Contract Review Board to have access to any and all information (except as specifically exempted by competent authority), or to the advice of any Agency personnel, that may be required for its determination of the desirability and validity of contracts referred to the Board for consideration.

Recommendation No. 24

That the Deputy Director for Support make the Agency Contract Review Board advisory to him rather than to the Director of Logistics; and that he change the name to the Agency Contracting Policy Review Board.

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